

**CLASS TITLE: SUPERVISOR, PERSONNEL SUPPORT SERVICES**

**Class Code: 02732800**

**Pay Grade: 28A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Division of Human Resources, Department of Administration, to assist a superior by performing complex administrative and support tasks associated with the functions and activities of the division; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to established law, rules, regulations, policies and procedures.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, supervises and reviews the work of a clerical staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Division of Human Resources, Department of Administration, to assist a superior by performing complex administrative and support tasks associated with the functions and activities of the administrative services section.

To be responsible for planning, coordinating, supervising and reviewing the work of a clerical staff engaged in the review and processing of various administrative service section personnel forms such as those for the classified and/or unclassified service.

To be responsible for overseeing and reviewing salary computations concerning appointments, incentive awards, longevity increases, increments for advanced degrees, shift differentials, reallocations and any other similar actions affecting the classified or unclassified service.

To be responsible for the review of such personnel action forms to assure their accuracy, completeness and propriety and conformance to pertinent law, rules, regulations and policy.

As assigned, to be responsible for maintaining all certified civil service lists including preferred, promotional, employment and reemployment lists; and to be responsible for the implementation and processing of all probationary reports and status certificates.

As assigned, to be responsible for reviewing the preparation and processing of the accrued hour reports affecting leaves, terminations, and requests for statutory status and to answer inquiries regarding such actions.

To provide guidance and assistance to other state departments and agencies in the explanation and interpretation of the Personnel Rules, Merit System Law and departmental policy and procedures.

As assigned, to review the processing of all CS3 forms for the non classified branch of state service.

To function as a liaison capacity between all State agencies.

As assigned, to prepare or assist in preparing, yearly budget and to review divisional budget.

As assigned, to exercise administrative direction over programs that is essentially financial in nature.

As assigned, to determine and verify balances in division accounts.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of those provisions of the Personnel Rules, and the State Merit System Law which relate to employment, promotion, termination, working conditions, reemployment, leaves of absence and to the classified and/or unclassified pay plan; the ability to interpret and supply such provisions; a thorough knowledge of the principles and practices of modern office management, and the ability to apply said principles and practices; the ability to plan, organize, supervise the work of a clerical staff; the ability to review the preparation and processing of a variety of personnel action forms to assure their accuracy, completeness and conformance to the Personnel Rules and the Merit System Law; the ability to establish and maintain effective working relationships with employees, state officials and the general public; the ability to maintain accurate records and files relating to personnel actions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a responsible position which involved the interpretation and implementation of various personnel rules and policies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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